

APPEAL LETTER

PROCEDURES

When directed by an Advisor, write an appeal letter as outlined below and submit it to the Advisor or the Undergraduate Programs Office.

The letter of appeal is a crucial component of the appeal process. The decision whether or not to hear an appeal is based on the information outlined in a letter of appeal. A poorly constructed letter may well defeat legitimate grounds for appeal.

All letters of appeal must include the decision being appealed, the grounds for the appeal and the remedy sought. Students should also ensure to include the following current contact information:

- Name
- Phone number
- Current Address
- Email address

LETTER SECTIONS

Introduction/Decision Being Appealed

The information should include a brief outline of the Appellant's academic status including:

- Student ID
- Faculty/Program
- Major
- Calendar Year
- Year of Study

In addition, the decision that is being appealed must be clearly stated in this section.

Grounds for Appeal

This section is the most important in a letter of appeal. It is in this section that the student must explain and validate their reason for appeal. The Appellant must provide all relevant information pertaining to their case, as well as all available supporting documentation. Use *Supporting Documentation* form as needed.

Remedy Sought

This section should include the Appellant's requested solution to the situation and the steps that the student plans to take to ensure that the situation is prevented in the future. Students are advised to suggest a remedy that is both reasonable and fair. Where applicable, a student should not only propose a remedy to the situation, but also a plan of action. Providing such information with an intention to follow through indicates that the Appellant has identified the problem and is dedicated to finding a solution.

